

**THE ADVISORY BOARD FOR INTERPRETERS BETWEEN HEARING INDIVIDUALS
AND INDIVIDUALS WHO ARE DEAF, DEAFBLIND, HARD OF HEARING, OR ORAL
DEAF**

**MINUTES OF THE
AUGUST 26, 2016 MEETING
TECHNOLOGY SUBCOMMITTEE**

COMMITTEE MEMBERS PRESENT

Jami Hollingsworth, Co-Chair

J.R. Courtright, Co-Chair

Brad Sims, UALR College of Education and Health Professions

GUESTS PRESENT

Reginald Rogers, ADH General Counsel

Meg Mirivel, ADH Communications

Tim Smith, ADH Procurement

John West, Interpreter

Linda Stauffer, Interpreter

Will Gorum, transcriptionist

J.R. Courtright called the meeting to order at approximately 1:05 p.m. Mr. Courtright recapped the last meeting of the Technology Subcommittee. He stated that it was decided the videos would be created and placed on YouTube, until after the ADH website was finished and those could be transferred. Mr. Sims stated he also recommended using YouTube because it allows for many types of access and it is easy to link and embedded in other formats.

Mr. Courtright asked about cost. Mr. Sims stated that the University of Arkansas at Little Rock (UALR) has a studio where the videos can be recorded. He explained the process of creating the videos in that studio. Mr. Sims stated that the process, if properly prepared, goes really fast. He asked how many videos and how long. Mr. Courtright stated they initial thought was about three videos at three minutes a piece.

Ms. Hollingsworth asked if there was a time cap for the videos. Mr. Sims said no, but for short informational videos such as this, he recommends 3 to 5 minutes, up to 15 minutes. Mr. Sims said that captioning could be added, but he doesn't have the capabilities for that. Ms. Hollingsworth stated that would be part of the cost. Mr. Sims said YouTube has tools for adding in captioning.

Ms. Hollingsworth stated that at the last meeting, how to pick the signers was discussed. Mr. Courtright mentioned Michael McMahan. Ms. Hollingsworth stated they wanted to have a CDI, an interpreter, and someone from the Deaf community. She said they did want to know how to hire those individuals.

Mr. Smith said that when dealing with UALR, as an intergovernmental agency, does not require a bid. Hiring individuals could be different. If it is under \$10,000, it's a small order and no competitive bid is required.

Mr. Courtright said he wasn't sure how long it would take for those individuals to sign. Ms. Hollingsworth said that the Advisory Board has \$10,000 in its budget. Mr. Smith said that each person would be a small order and each would need a contract. Mr. Smith recommended that it not be an hourly rate, but rather a job rate.

Mr. Sims said that the Committee should plan on providing a script to those who will be signing prior to recording. Actually recording the videos should be less than one hour a piece. Mr. Courtright suggested doing three to five small sections of the video with fade ins and outs in between. Mr. Sims said that just needs to be integrated into the script.

Ms. Hollingsworth said it sounds like the next step is to determine what they need videos of. Mr. Smith said the Committee needed to think about who should own the creative part of it after the process is over. Mr. Sims asked about what YouTube account it would be associated with. Ms. Mirivel said that the Department has a YouTube account. Mr. Smith recommended using that one.

Mr. Courtright said he wanted to make recommendations at the next meeting on November 4, 2016. Ms. Hollingsworth suggested being prepared to discuss who the Committee wanted to ask to sign in the videos.

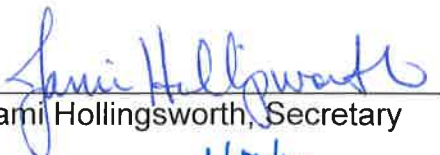
Mr. Rogers asked Mr. Smith to explain the process for getting the video made. Mr. Smith said that the Advisory Board needs to get a quote from UALR. If it is less than \$10,000, and the Board is happy with it, it will need to enter into a contract and get a Purchase Order issued.

Mr. Sims said he would try to come up with a quote. Ms. Hollingsworth said that she and Mr. Courtright needed to look at the website and come up with a budget. At the next Advisory Board meeting, the Committee could present that information and the Advisory Board could decide who should be in the videos. Ms. Hollingsworth said the next Advisory Board meeting is November 4, 2016.

Ms. Mirivel said the videos would need to go through an approval process. Mr. Sims mentioned that he would need any logos or branding that should be put on the website. Ms. Mirivel recommended that the interpreters wear something simple.

The next meeting date was set for October 21, 2016, at 2:00 p.m. in the Freeway Medical Building, Room 902.

The meeting was adjourned at approximately 1:34 p.m.


Jami Hollingsworth, Secretary

Approved on 11/7/16